

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE7965064

Date Posted: 12/27/11

POSITION NO: 945705

Closing Date: 01/10/12

CLASS CODE: 3646

POSITION TITLE: HEAD START COOK\*\*

DEPARTMENT NAME: NAVAJO HEAD START/CROWNPOINT AGENCY

DEPARTMENT NO: 796 WORKSITE LOCATION: Chilchiltah, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V58A

Days: Mon-Fri Permanent: ☒ SALARY:

Hours: 8:00am - 4:00pm Temporary: ☐ Duration: \$ 18,352.00 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 \$ 11.47 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Plans varied menus to ensure that food is appetizing and nutritionally suitable; prepares meals in quantities according to menu and number of persons to be served; maintains inventory of food supplies and equipment; estimates daily, weekly needs, and orders/purchases food, supplies and equipment; operate standard kitchen equipment; may prepare and submit required reports; maintains clean and sanitary condition of the kitchen and equipment; arranges for delivery of necessary food, supplies and equipments; performs related duties as assigned or required.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School Diploma or GED; and

**Experience:**

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of training and experience to perform the described duties. *(To receive full credit for education and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, permits, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of material, methods, and equipment used in large-scale food preparation; knowledge of established regulations and guidelines concerning food and meal preparation and service. Ability to prepare and serve large quantities of food and/or meals. Skilled in the use of standard food preparation and cooking equipment; skilled in planning menus on a periodic basis.

**License/Certification Requirements:**

**Must pass a criminal background check, fingerprinting and employee assessment prior to employment; Must possess a Food Handlers Permit. PREFERRED:** Within (90) ninety days of employment pass a physical examination; A Valid motor vehicle operators license and first aid certificate may be required depending upon program guidelines.

**UNION POSITION\*\***

**"VETERANS' PREFERENCE APPLIES"**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**